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INTERNSHIP PROGRAM OVERVIEW

The Harris County Public Defender's Office is seeking a limited number of bright and compassionate law students and recent graduates to work as legal interns. The PDO is interested in recruiting volunteer legal interns, interns for school credit, and interns who have obtained public interest grants or fellowships. The interns will work at the Harris County Criminal Justice Center, assisting attorneys and staff with all aspects of criminal defense.

The PDO is a team of lawyers, investigators, psychosocial workers, and staff — all working together to help our clients. We have four main divisions: Felony Trial, Appellate, Juvenile, and Misdemeanor Mental Health. We strive to provide a strong, holistic defense to achieve the best result in every case, as well as to understand the needs of our clients beyond their criminal charges. We also work with the private defense bar and community leaders to advocate for progressive policy development and to attain the fair administration of justice.

As part of our intern program, you can expect to encounter an unparalleled variety and depth of criminal defense litigation with each of our divisions, including:

- Shadowing and assisting trial lawyers in court every morning.
- Meeting with clients and performing jail visits.
- Observing and assisting at trial.
- Analyzing appellate trial transcripts and reviewing exhibits introduced at trial.
- Assisting in preparation for oral argument and attending oral argument at the Court of Appeals.
- Presenting summaries of new hand-down appellate opinions at weekly office meetings.
- Attending interviews of clients with serious mental health issues.
- Working with attorneys and psychosocial workers to develop comprehensive plans for helping clients avoid the criminal justice system by addressing their holistic needs.
- Crime scene investigation, witness interviews, and all aspects of investigative procedure.
- Using courtroom and office technology to maximize efficiency.
- Connecting with members of the bar and the judiciary.

We strive to instill an advanced understanding of criminal defense and a compassion for citizens accused. As a PDO intern, you will have the unique opportunity to engage in one of the most exciting and meaningful practices of law.

HARRIS COUNTY PUBLIC DEFENDER'S OFFICE
INTERNSHIP PROGRAM APPLICATION

Name: _____

Address: _____

Phone: _____ **Email:** _____

Applying for:

☐ Volunteer Intern ☐ Intern for Credit (You arrange credit through your school)

☐ Intern as part of grant or scholarship. Specify: _____

☐ Other. Specify: _____

Proposed Terms: Start Date _____ End Date _____ Hours per week _____ (20 minimum)

	Summer 2012	Fall 2012	Spring 2013
Application Deadline	April 23, 2012	July 9, 2012	December 14, 2012
Internship Dates (approximate)	May 28, 2012- August 3, 2012	August 20, 2012- December 17, 2012	January 21, 2013- May 3, 2013

Education:

Law School: _____ [] 1L [] 2L [] 3L Grad Date: _____ GPA: _____

Undergrad School: _____ Degree: _____ GPA: _____

Languages other than English in which you are fluent: _____

Rank your interests for primary assignments (1 is most interested and 5 is least interested)

___ Appeals ___ Felony* ___ Mental Health* ___ Juvenile* ___ Investigations

* Indicates trial-level division providing direct representation in court each morning.

Rank your interests for possible secondary assignments (1 is most interested and 7 is least)

___ Social Work ___ Immigration ___ Legislative/Policy ___ Technology

___ Westlaw Research ___ Memo Writing ___ Administrative Tasks

Why are you interested in working for the Public Defender's Office?

What special skills, knowledge, or interests can you contribute?

Application Attachments:

1. Resume
2. Cover Letter
3. Unofficial transcript
4. Photo of yourself
5. Writing Sample –Required for Appellate Division.
6. Letters of recommendation – Optional, may submit up to two.

CERTIFICATION

I, _____ have read the Internship Program information in its entirety. I certify that the information I have given in this application is my own, and is true, correct, and complete to the best of my knowledge.

Signature

Date

Send your completed application, which includes: the application form, resume, cover letter, photo of yourself, writing sample, and any letters of recommendation to:

Internapplications@pdo.hctx.net

No applications will be considered unless they are sent to the email address above.